

CRITERIA FOR IDENTIFYING RECORD COLLECTIONS TO BE  
CONSIDERED FOR ROLL MICROFILMING

(Use Form 3239: Microfilming Proposal for Evaluation)

Please report on:

1. All collections which consist of new computer-produced documents (print outs, reports, etc.) that are currently destined for storage for periods in excess of two years. These documents are particularly well suited for high speed, low cost, microfilming by utilizing Computer Output Microfilm (COM) processing.
2. All collections which are currently active and will remain so for at least two years regardless of their disposition thereafter, provided that the file organization is sequential, chronological, or that when the file is closed any new records will be added onto the end and not interfiled.
3. Collections containing files which will become inactive within the next two years and will be retained thereafter for at least eight years.

CLASSIFICATION

MICROFILMING PROPOSAL FOR EVALUATION				DATE	
TITLE OF FILE (or brief description)			CUSTODIAN OF FILE		EXTENSION
			OFFICE		
			FILE LOCATION (Room No. and Building)		
PRESENT VOLUME (cu. ft.)		NUMBER OF REFERENCES PER MONTH		ESTIMATED ANNUAL DEPOSIT (cu. ft.)	
HQS.	REC. CENTER	HQS	REC CENTER	TO THE RECORDS CENTER	
SIZE OF RECORD			RETENTION PERIOD OF FILE		
			IN OFFICE SPACE		IN CENTER
LETTER	PLANS	ADP TAB PAPER			
LEGAL	MAPS	OTHER (specify)			
CARD	ENG. DRAWINGS				
ARRANGEMENT OF FILES (alphs, numeric, chrono, etc.)			SCHEDULE NO.		ITEM NO.
CONDITION OF FILE					
GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER			POOR COPY, STAPLED, AGCO FASTENED, VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER		
REMARKS					
SIGNATURE OF RECORDS OFFICER					

FOR USE BY RECORDS MANAGEMENT STAFF ONLY

CLASSIFICATION

Make and Model

Price

Approved For Release 2001/11/01 : CIA-RDP73-00099A000200020006-0

Overall Size - Height	\$100	\$400
Width	20"	29"
Depth	10"	25"
Desk Surface Occupied - Width	16"	18"
Depth	10"	25"
Weight	16"	18"
	15 lbs.	

Magnification	19x; 24x	22x; 30x
Image Rotation	No	No

Screen Size - Height	11"	14"
Width	8-1/2"	22"

SCREEN BRIGHTNESS - Comfortably readable regardless of machine's position.		
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Image brightness adjustable.	2 levels	Yes
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IMAGE SHARPNESS - Anti-reflection coated or tinted.	white	2 levels
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Can tint be easily changed.		
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Flat field without "edge fall-off" of image or "hot spot."		
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Good depth of focus and depth of field.		Yes
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VIEWING CONVENIENCE - Adequate viewing from various angles.	Yes	Yes
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Carrier Size - Width	7-1/2"	7-3/8"
Depth	4-1/4"	6"

Accepts Tab-size Microfiche	Yes	Yes
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Accepts Aperture Card	Yes	Yes
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Accepts Roll Film	Yes (adaptor)	Yes
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Accepts Cartridge	No	No
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CARRIER DESIGN - Easy to load and unload various formats efficiently.	Yes	Yes
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Glass plate vulnerable in loading position.	No	No
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Accepts 2 tab-size fiche simultaneously.	No	No
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EASE OF SCANNING - Controls permit one-hand operations left or right hand.	Yes	Yes
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Indexing method.	Alphanumeric	Index & Joystick
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Power Characteristics	110, AC, 50-60 HZ	
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Battery Operable	12v, DC	
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USEFUL LAMP LIFE - Type		
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Rating		
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Operates at higher than its rated voltage.		
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Life		
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OPERATING NOISE	None	None
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OPERATING TEMPERATURE - Run cool.	Fan-cooled	Yes
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Dichroic Reflector.		
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FILM PROTECTION - Film always protected by glass plates.	Yes	Yes
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JUST PROTECTION - Screen	No	No
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Optical system.		
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Construction - Simple and Sturdy	Yes	
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ease of Repair		
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collapsible	No	No
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Printer - Print Size.	N.A.	N.A.
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Speed	N.A.	N.A.
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Process	N.A.	N.A.
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Cost	N.A.	N.A.
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ADVANTAGES	Compact Low cost Good Indexing Adapts AC & RF	Dual Image Projection 14" Screen
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SADVANTAGES	11" Screen	Size High Cost
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